

USER'S MANUAL

E-GRANTS
CONSOLIDATED APPLICATION

TITLE V-A

INNOVATIVE PROGRAMS

SPRING 2008



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KEY



Critical Tip



Blue block arrows point to on-screen links.



Magenta block arrows point to program tabs (pages).



Green block arrows point to buttons or check boxes.



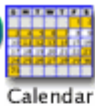
Red block arrows point to on-screen text..

GETTING STARTED

★ **Note:** Various training and instruction files are available from the OPI E-Grants page: <http://opi.mt.gov/EGrants/Index.html>
Look under **Training & Instructions**. There are many helpful files accessible from the **Training** option:

Home : Gov : EGrants : E-Grants
Document Location: <http://opi.mt.gov/EGrants/Index.html>
Last Modified: 7/24/08

GetAnswers



Calendar

Contact Information

Training & Instructions

Documents

PDF LEA E-Grants
Security Assignments

PDF Timeline

E-Grants Home

Training

PDF E-Grants Overview
Training Guide

PDF Basic Steps to
Complete the ESEA/NCLB
Consolidated Application in
E-Grants

NCLB Blank Applications

Video-on-Demand

E-Grants
Management System
MONTANA Office of Public Instruction

E-Grants Login

E-Grants Listserve

E-Grants Calendar

Find a School

<u>Name</u>	<u>Last Modified</u>	<u>Size</u>
EGrantsCalendar.pdf	05/12/08	49802
<u>NCLB</u>		
QTRrejectedApps.pdf	08/13/07	82567
<u>Security</u>		
<u>Training</u>		

<u>Name</u>	<u>Last Modified</u>	<u>Size</u>
08JuneOverview.pdf	06/23/08	6646894
08NCLBCarryoverInstr.pdf	04/04/08	58652
2008ConsortiaSystemv3.pdf	03/17/08	40540
E-GrantsQuickTips.pdf	05/29/07	53806
E-GrantsSecurityInstrV2.pdf	04/12/07	553000
E-Grants_CashRequestExpenditures.pdf	09/27/07	819579
E-Grants_PageLockControl.pdf	04/12/07	639916
EGrants_User_Training.pdf	04/12/07	3000871
ESEA-NCLB_Commitment.pdf	03/19/08	253876
Login_To_E-Grants.pdf	06/01/07	110146
PlanningTool.pdf	05/14/07	117420
PowerPointMay5-6.ppt	05/06/08	3630080
PrintAllFunction.pdf	07/23/07	76790

Especially helpful is the PDF file called **Basic Steps to Complete the ESEA/NCLB Consolidated Application in E-Grants**.

Home : Gov : EGrants : E-Grants
Document Location: <http://opi.mt.gov/EGrants/Index.html>
Last Modified: 7/24/08

[GetAnswers](#) Calendar

Training & Instructions

- Training
 - E-Grants Overview Training Guide
 - Basic Steps to Complete the ESEA/NCLB Consolidated Application in E-Grants
 - NCLB Blank Applications
 - Video-on-Demand

Documents

- LEA E-Grants Security Assignments
- Timeline

E-Grants Home

E-Grants Management System
MONTANA Office of Public Instruction

E-Grants Login

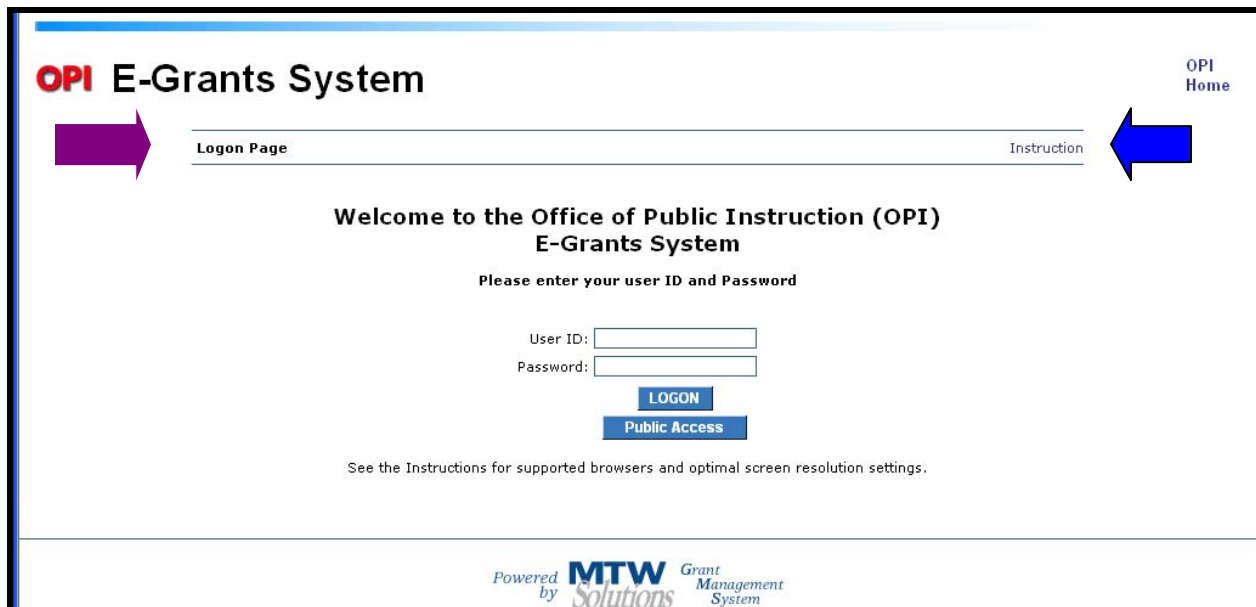
E-Grants Listserve

E-Grants Calendar

Find a School

BEFORE YOU CAN DO INDIVIDUAL PROGRAM PAGES

Go to the [Logon Page](#) of the OPI E-Grants System, and read the [Instructions](#). Then logon to the system.



OPI E-Grants System

OPI Home

Logon Page Instruction

Welcome to the Office of Public Instruction (OPI)
E-Grants System

Please enter your user ID and Password

User ID:

Password:

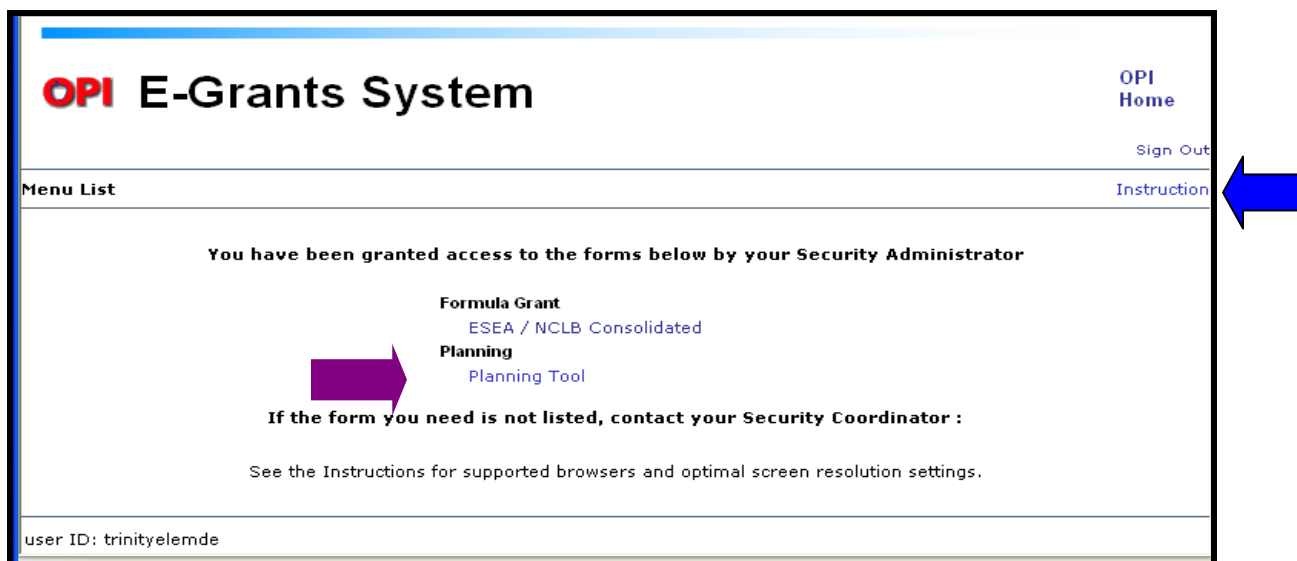
LOGON

Public Access

See the Instructions for supported browsers and optimal screen resolution settings.

Powered by **MTW** Solutions Grant Management System

- A successful logon to the E-Grants system will take you to the [Menu List](#) screen. Make sure you read the [Instructions](#) for this page. You will find many helpful hints concerning general operations and procedures in the E-Grants system.
- Before you do any work on the individual title pages, you must work through the [Planning Tool](#) pages. Select the [Planning Tool](#) from the [Menu List](#).



OPI E-Grants System

OPI Home

Menu List Sign Out Instruction

You have been granted access to the forms below by your Security Administrator

Formula Grant
ESEA / NCLB Consolidated
Planning
Planning Tool

If the form you need is not listed, contact your Security Coordinator :

See the Instructions for supported browsers and optimal screen resolution settings.

user ID: trinityelemde

- In the Planning Tool, there are seven different **Topic** tabs (or pages).

Applicant Name: _____ **Legal Entity:** _____

Application: Planning Tool

[Printer-Friendly](#)
[Click to Return to Plan Select](#)
[Click to Return to Menu List / Sign Out](#)

Overview	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6	Topic 7
----------	---------	---------	---------	---------	---------	---------	---------

Planning Tool & Report Overview

The Planning Tool serves as the first step in developing an application for the E-grant system. This process establishes the relationship between the school district comprehensive education planning process, the fiscal resources provided by federal and state programs and measurable objectives that gauge the results of program activity.

There are two critical components of the Planning Tool:

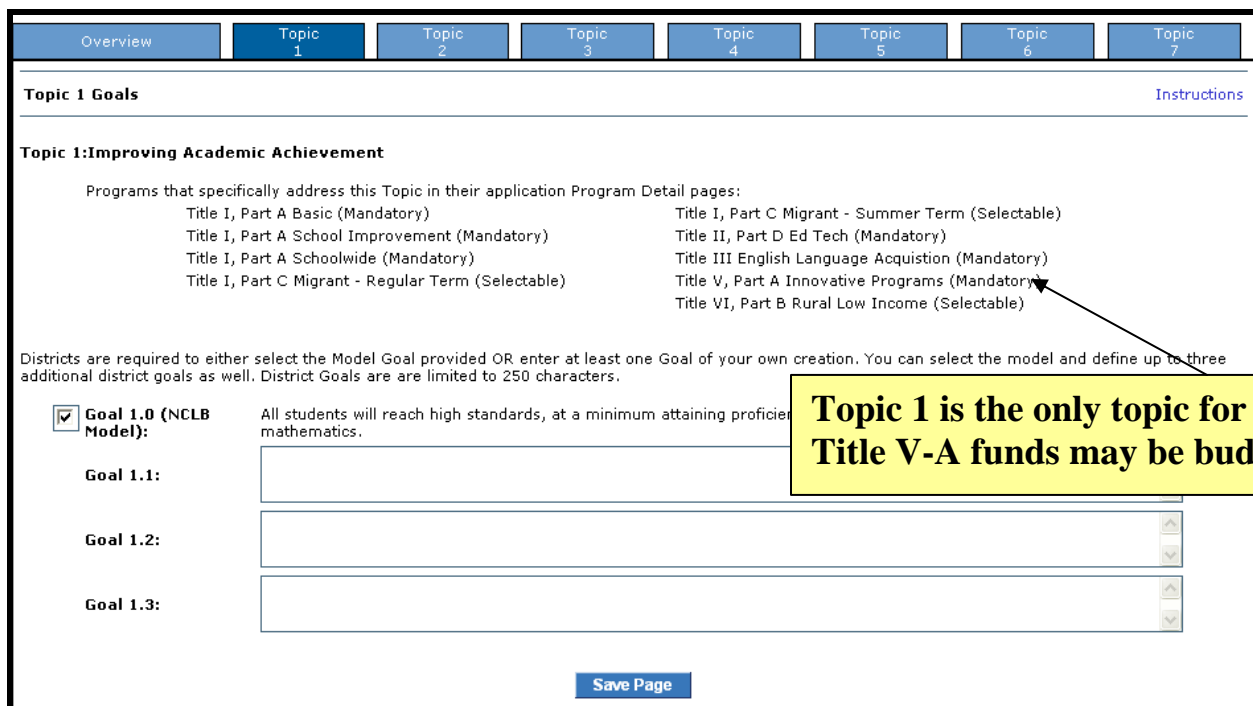
- 1. Topics** are established by OPI. Topics include broad areas of emphasis required by one or more state and/or federal programs. OPI supplies the topics that are required under each federal program's regulations.
 - Topic 1:** Improving Academic Achievement
 - Topic 2:** Assuring Qualified Personnel
 - Topic 3:** Improving Graduation Rates
 - Topic 4:** Improving School Climate
 - Topic 5:** Providing Education Appropriate to Students' Needs
 - Topic 6:** Increasing Parent and Community Involvement
 - Topic 7:** Providing Quality Career and Technical Education Programs
- 2. Goals** are written by the applicant. An applicant must provide at least one and no more than three goals under each topic that is required for a program and for which the applicant is eligible to apply. A model goal is listed for each topic and may be selected by an applicant, if desired.

The topics and district goals established in the Planning Tool carry forward into the appropriate program detail and budget detail pages. Applicants will use that information to develop objectives, activities and budget as related to the specific program.

Throughout the application development process and after submittal the applicant will be able to view and retain a report that provides an overview of selected topics, goals and objectives.

There are seven different Topic tabs (or pages)

- You must specify at least one goal for each topic. You may either check the **NCLB Model Goal**, or you may enter up to three **district-specific goals** in the text boxes provided.
- Make sure you **SAVE** every page before you leave it!
(Click the **Save Page** button.)
- **Goals** specified for the title programs will be brought into the individual title **Budget Detail** and **Activity** pages .



Overview Topic 1 Topic 2 Topic 3 Topic 4 Topic 5 Topic 6 Topic 7

Topic 1 Goals [Instructions](#)

Topic 1: Improving Academic Achievement

Programs that specifically address this Topic in their application Program Detail pages:

Title I, Part A Basic (Mandatory)	Title I, Part C Migrant - Summer Term (Selectable)
Title I, Part A School Improvement (Mandatory)	Title II, Part D Ed Tech (Mandatory)
Title I, Part A Schoolwide (Mandatory)	Title III English Language Acquisition (Mandatory)
Title I, Part C Migrant - Regular Term (Selectable)	Title V, Part A Innovative Programs (Mandatory)
	Title VI, Part B Rural Low Income (Selectable)

Districts are required to either select the Model Goal provided OR enter at least one Goal of your own creation. You can select the model and define up to three additional district goals as well. District Goals are limited to 250 characters.

☒ **Goal 1.0 (NCLB Model):** All students will reach high standards, at a minimum attaining proficiency in mathematics.

Goal 1.1:

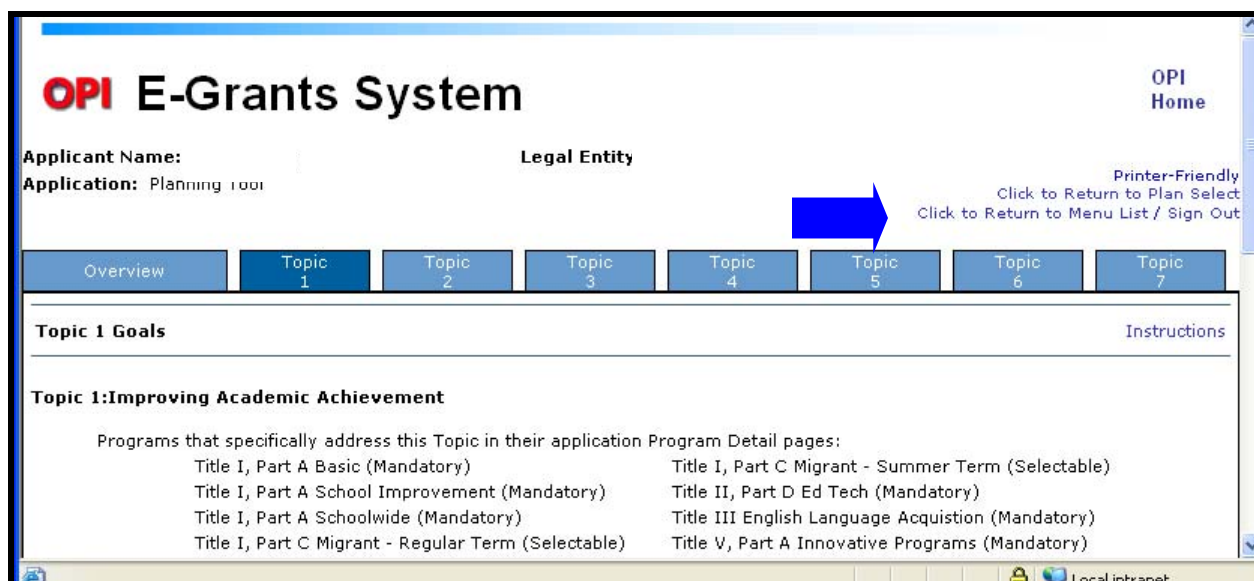
Goal 1.2:

Goal 1.3:

Save Page

Topic 1 is the only topic for which Title V-A funds may be budgeted.

- Once the **Planning Tool** is completed:
 - Click on the [Return to Menu List](#)



OPI E-Grants System

Applicant Name: Legal Entity

Application: Planning 1001

Printer-Friendly
Click to Return to Plan Select
Click to Return to Menu List / Sign Out

Overview Topic 1 Topic 2 Topic 3 Topic 4 Topic 5 Topic 6 Topic 7

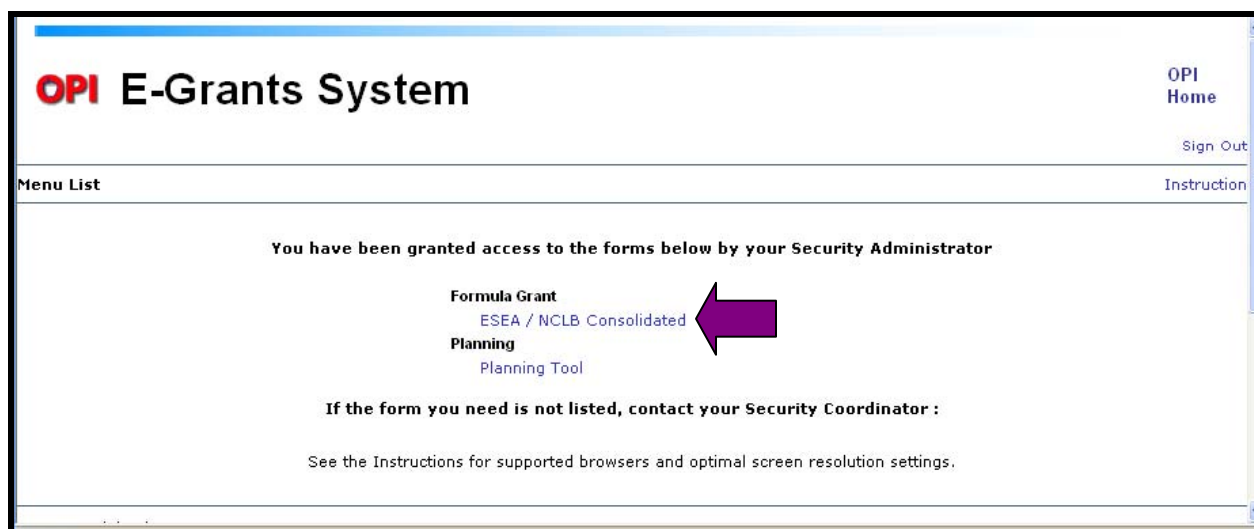
Topic 1 Goals Instructions

Topic 1: Improving Academic Achievement

Programs that specifically address this Topic in their application Program Detail pages:

Title I, Part A Basic (Mandatory)	Title I, Part C Migrant - Summer Term (Selectable)
Title I, Part A School Improvement (Mandatory)	Title II, Part D Ed Tech (Mandatory)
Title I, Part A Schoolwide (Mandatory)	Title III English Language Acquisition (Mandatory)
Title I, Part C Migrant - Regular Term (Selectable)	Title V, Part A Innovative Programs (Mandatory)

- Click on **ESEA/NCLB Consolidated**



OPI E-Grants System

Menu List Instruction

You have been granted access to the forms below by your Security Administrator

Formula Grant

ESEA / NCLB Consolidated

Planning

Planning Tool

If the form you need is not listed, contact your Security Coordinator :

See the Instructions for supported browsers and optimal screen resolution settings.

- This will take you to the **Application Select** screen:
 - If the district has not yet created an application, click on the **Create Application** button.
 - The **Instructions** link brings up a PDF file with helpful information and tips.

OPI E-Grants System

OPI Home

Applicant Name: Legal Entity: Click to Return to Menu List / Sign Out

Application Select - ESEA Consolidated Instruction

Year: 2008 Create Application

Select an application from the list(s) below and press one of the following buttons:

Print All Printed Applications:

This Organization has not created any Applications

- If the district has already created an application:
 - At first, none of the buttons will be active.
 - Click in the **radio button** next to the application to activate appropriate buttons.
 - Then click on the **Open Application** button.

Select an application from the list(s) below and press one of the following buttons:

Open Application Create Amendment Delete Application/Amendment

Review Summary Payments Print All Printed Applications:

Select	Application / Amendment	Original Submit Date	OPI Approval Date	Status	Status Date
2008-2009					
<input checked="" type="radio"/>	09-ESEA-00 Original Application			Not Submitted	
2007-2008					
<input type="radio"/>	08-ESEA-00 Amendment 1	09-04-2007	09-11-2007	Final Approved	09-11-2007
<input type="radio"/>	08-ESEA-00 Original Application	06-14-2007	08-31-2007	Final Approved	08-31-2007

- Either of these actions will open the application to the **ESEA/NCLB Consolidated Programs** screen.

OPI E-Grants System

Applicant Name: _____ Legal Entity: _____

Application: _____

Application Sections: ESEA / NCLB Consolidated

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview Contact Information Funding Private/NonPublic School Participation Grant Summary Assurances, Common and Program Submit Application History Page Lock Control

ESEA / No Child Left Behind (NCLB) Consolidated Programs

Programs: Title I, Part A - Improving the Academic Achievement of the Disadvantaged
Title II, Part A - Improving Teacher Quality
Title II, Part D - Enhancing Education Through Technology
Title III - English Language Acquisition
Title IV, Part A - Safe and Drug-Free Schools and Communities
Title V, Part A - Innovative Programs
Title VI Part A, Subpart 2 - General Transferability
Title VI Part B, Subpart 1 - Small Rural Schools
Title VI Part B, Subpart 2 - Rural Low Income

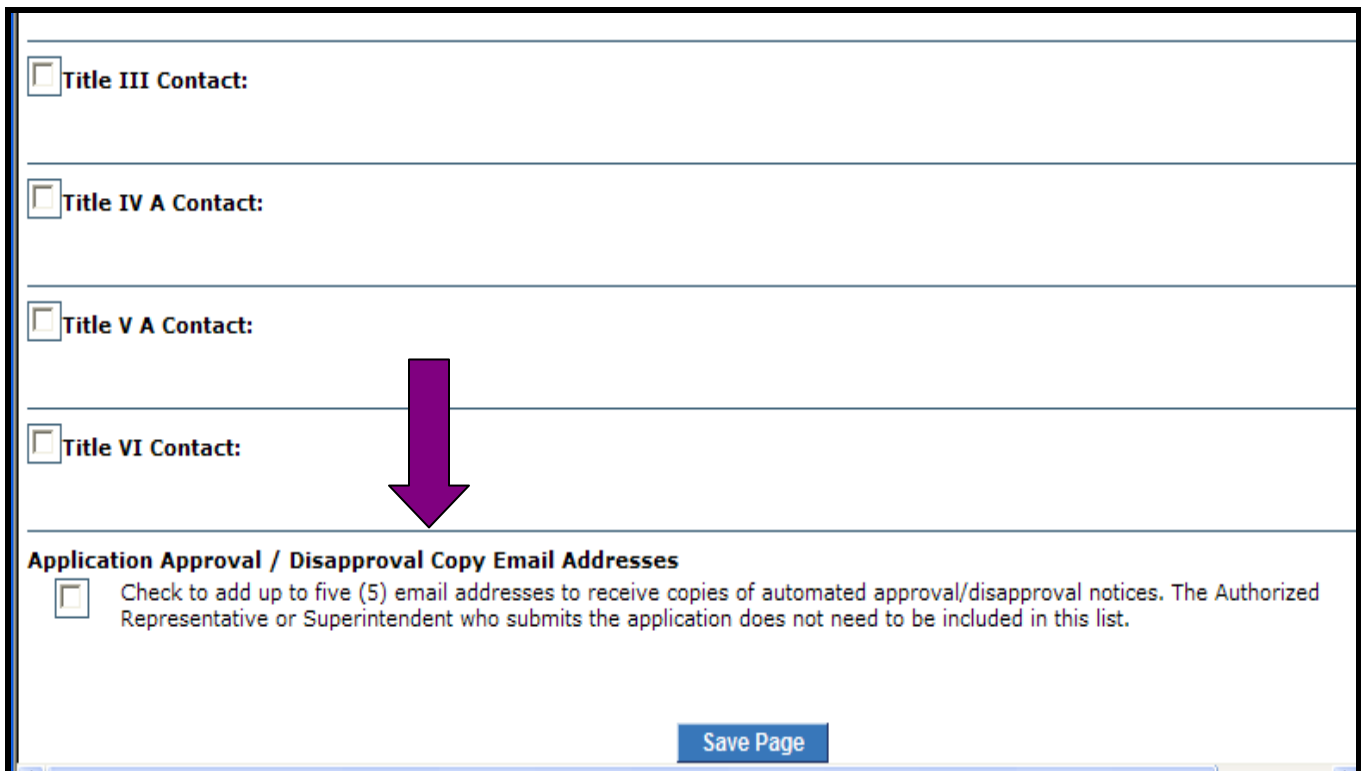
Purpose: The NCLB Act, signed into law on January 8, 2002, requires that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments.
The No Child Left Behind Act of 2001 (NCLB) redesigned the Elementary and Secondary Act (ESEA) programs to emphasize four pillars of reform.

1. Accountability for results
2. Doing what works based on scientific research
3. Local control and flexibility
4. Expanded parental choices

Legislation: Public Law 107-110, the No Child Left Behind Act of 2001

- On this page:
 - Fill out the **Contact Information** tab. Make sure to include contacts for specific programs.
 - Complete phone number information for the authorized representative and the district clerk.

- **Contact Information** (continued)
- As shown below, scroll to the bottom of the **Contact Information** page and add e-mail addresses for people who should receive automated approval/disapproval notices. (These e-mails are automatically sent only to the login under which the application was submitted to the OPI.)
Remember to click the **Save Page** button.



The screenshot displays a web form with four contact sections, each with a checkbox and a label:

- ☐ Title III Contact:
- ☐ Title IV A Contact:
- ☐ Title V A Contact:
- ☐ Title VI Contact:

A large purple arrow points downwards from the Title VI Contact section to the following section:

Application Approval / Disapproval Copy Email Addresses

☐ Check to add up to five (5) email addresses to receive copies of automated approval/disapproval notices. The Authorized Representative or Superintendent who submits the application does not need to be included in this list.

At the bottom right of the form is a blue button labeled **Save Page**.

Click on the **Funding** tab. A page comes up showing the allocations for each title. Decide how you want to spend your money, keeping in mind the goals you have defined in the **Planning Tool**.

Remember, this year there will be no funds available in Title VA unless funds are transferred or flexed in from another title program.

Fill out the **Funding/Allocations** tab, specifying any **fund transfers** or **refusal** of funds. Remember to click the **Save Page** button.

To

Complete the section below to notify the SEA that the applicant is transferring or flexing funds per the provisions of the State and Local Transferability Act. Guidance on Transferability is available at http://www.ed.gov/programs/transferability/finalsummary_04.doc. Guidance on REAP/Flex is available at <http://www.ed.gov/policy/elsec/guid/realp03guidance.doc>

Funds Available for Transfer/Flex	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
Applicable Percentage	0%	0%	100%	100%	0%	100%	100%	0%
Current Year	\$0	\$0	\$1,735	\$24	\$0	\$44	\$0	\$0
Cap for Carryover								
Total Available for Transfer/Flex	\$0	\$0	\$1,735	\$24	\$0	\$44	\$0	\$0
From TitleIIA (+)				0	0	0	0	
From TitleIID (+)			0		0	0	24	
From TitleIVA (+)			0	0	0		44	
From TitleVA (+)			0	0	0	0		
Total Transfer/Flex	\$0		\$0	(\$24)	\$0	(\$44)	\$68	\$0

From

If you have an approved Schoolwide plan, you are eligible to transfer funds to the Schoolwide program. You may transfer up to the amount indicated for each of the other Titles. Funds transferred to Schoolwide below will be available for budgeting under the Schoolwide program. The Title I amount transferred to Schoolwide will be edited against amounts entered on Targeting Step 4. The Title I transfer amount must be greater than or equal to the sum of the Public Allocation for each school marked Schoolwide (SWP).

Amount Available for Transfer	\$0	\$1,735	\$0	\$0	\$0	\$0	\$0	\$0
To School Wide (-)	0	0	0	0	0	0	0	0

Refusal Checkboxes

Funds not applied for (SEA may reallocate funds to other grantees)

Current Year Funds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prior Year Funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Net Adjustment	(\$1,564)	\$0	\$0	(\$24)	\$0	(\$44)	\$68	\$0
Total Available for Budgeting	\$0	\$0	\$1,735	\$0	\$0	\$0	\$68	\$0
	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB

- Click on the **Funding/Topic Funding** tab. For each title with funds available for budgeting, this page displays the topics that were specified in the **Planning Tool**.
- This is a read-only page except for Title VI.

Overview	Contact Information	Funding	Private/NonPublic School Participation	Grant Summary	Assurances, Common and Program	Submit	Application History	Amendment Description	Page_Lock Control
Allocations		Topic Funding		General Transferability		Small_Rural Schools (SRS)			

Topic Funding [Instructions](#)

	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
Total Available for Budgeting	\$0	\$0	\$1,155	\$0	\$0	\$0	\$0	\$0

Topic Funding Indicate which programs will provide funding for each topic by checking the appropriate check boxes.

Topic 1: Improving Academic Achievement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topic 2: Assuring Qualified Personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topic 3: Improving Graduation Rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topic 4: Improving School Climate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topic 5: Providing Education Appropriate to Students' Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topic 6: Increasing Parent and Community Involvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topic 7: Providing Quality Career and Technical Education Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB

[Save Page](#)

Allocations	Topic Funding	General Transferability	Small_Rural Schools (SRS)
-------------	---------------	-------------------------	---------------------------

Topic Funding

At least one checkbox must be checked.

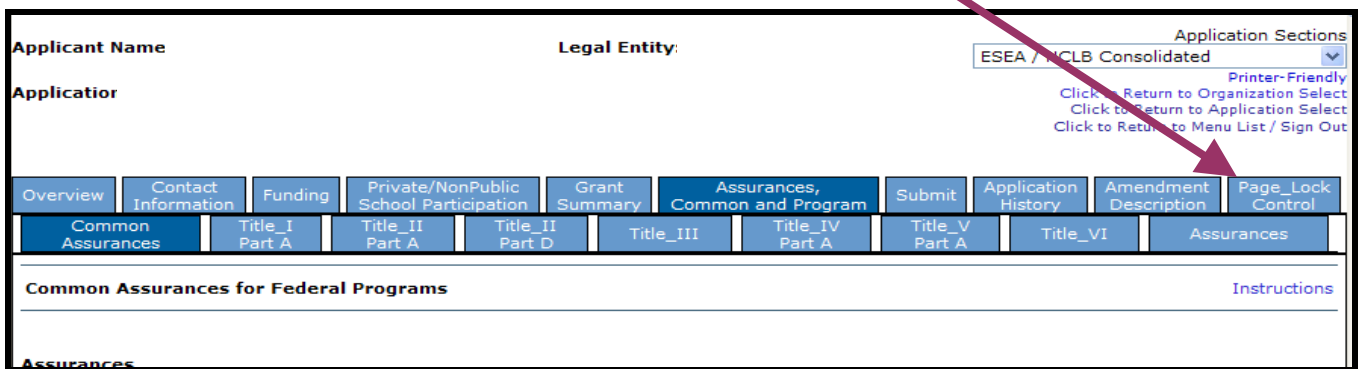
If the district has a Title VI allocation, the Title VI checkboxes are open, and the district must select their topic(s) here. *The only topics allowed in Title VI are topics 1, 2, 4, and 6. (Do not check any other topics.)*

	TitleIA	Schoolwide	TitleIIA	TitleIID	TitleIII	TitleIVA	TitleVA	TitleVIB
Total Available for Budgeting	\$698,442	\$0	\$200,983	\$0	\$117	\$0	\$12,269	\$26,518

Topic Funding Indicate which programs will provide funding for each topic by checking the appropriate check boxes.

Topic 1: Improving Academic Achievement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Topic 2: Assuring Qualified Personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topic 3: Improving Graduation Rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topic 4: Improving School Climate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topic 5: Providing Education Appropriate to Students' Needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topic 6: Increasing Parent and Community Involvement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topic 7: Providing Quality Career and Technical Education Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- If you are the Authorized Representative, fill out the **Assurances** tabs. The Authorized Representative must:
 - Agree to the Common Assurances.
 - Agree to individual program assurances for each title for which funds have been budgeted.
 - Go to the final **Assurances** tab, and click the **Legal Entity Agrees** button.
- (See the **Instructions** links on these pages! Make sure you click on the **Save Page** button!)



Applicant Name: _____ Legal Entity: _____ Application Sections: ESEA / NCLB Consolidated

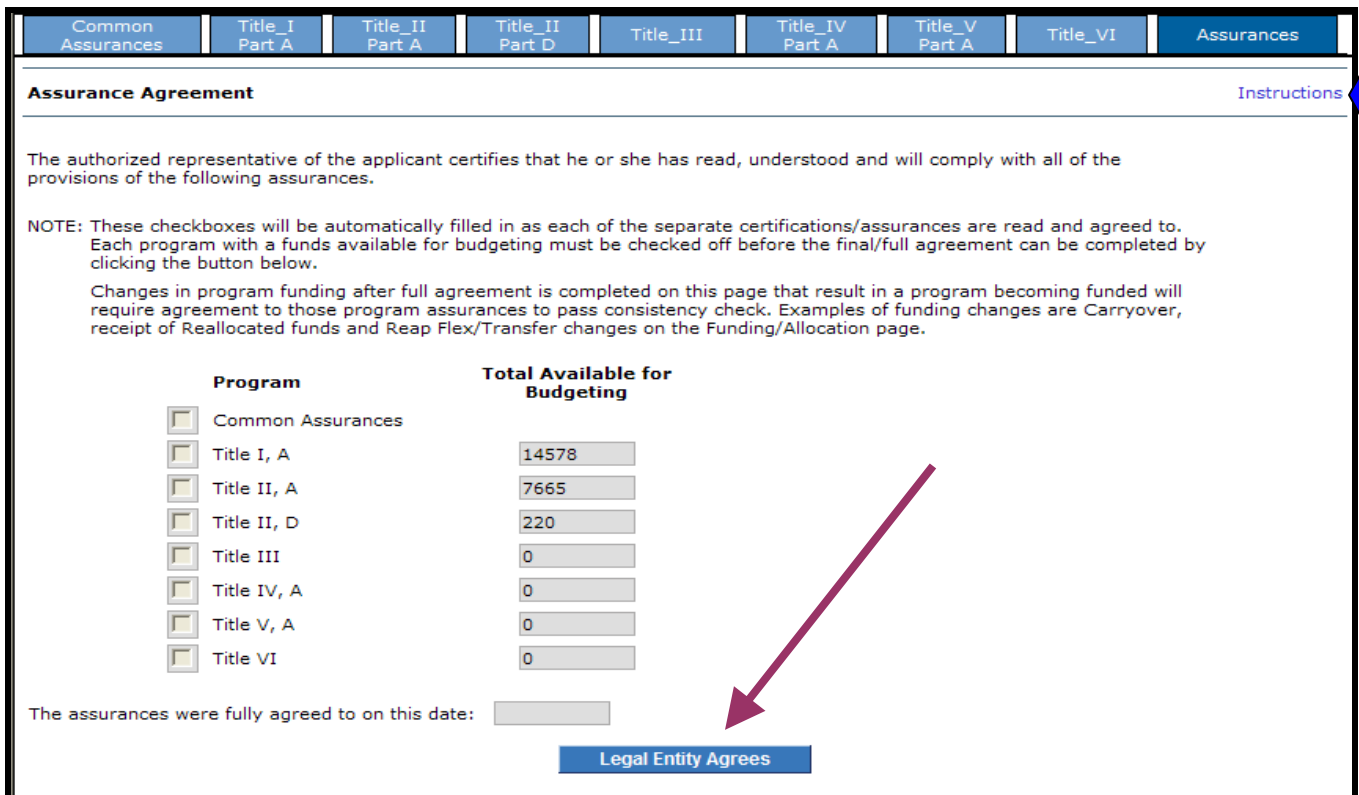
Applicator: _____

Printer-Friendly
Click to Return to Organization Select
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview	Contact Information	Funding	Private/NonPublic School Participation	Grant Summary	Assurances, Common and Program	Submit	Application History	Amendment Description	Page Lock Control
Common Assurances	Title_I Part A	Title_II Part A	Title_II Part D	Title_III	Title_IV Part A	Title_V Part A	Title_VI	Assurances	

Common Assurances for Federal Programs [Instructions](#)

Assurances



Common Assurances | Title_I Part A | Title_II Part A | Title_II Part D | Title_III | Title_IV Part A | Title_V Part A | Title_VI | Assurances

Assurance Agreement [Instructions](#)

The authorized representative of the applicant certifies that he or she has read, understood and will comply with all of the provisions of the following assurances.

NOTE: These checkboxes will be automatically filled in as each of the separate certifications/assurances are read and agreed to. Each program with a funds available for budgeting must be checked off before the final/full agreement can be completed by clicking the button below.

Changes in program funding after full agreement is completed on this page that result in a program becoming funded will require agreement to those program assurances to pass consistency check. Examples of funding changes are Carryover, receipt of Reallocated funds and Reap Flex/Transfer changes on the Funding/Allocation page.

Program	Total Available for Budgeting
<input type="checkbox"/> Common Assurances	
<input type="checkbox"/> Title I, A	14578
<input type="checkbox"/> Title II, A	7665
<input type="checkbox"/> Title II, D	220
<input type="checkbox"/> Title III	0
<input type="checkbox"/> Title IV, A	0
<input type="checkbox"/> Title V, A	0
<input type="checkbox"/> Title VI	0

The assurances were fully agreed to on this date: _____

Legal Entity Agrees

Select **Title V, Part A – Innovative Programs** from the drop-down box.

OPI E-Grants System

OPI Home

Applicant Name: Legal Entity: Application Sections: Title V A - Innovative Programs

Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview/General Information Program Detail Budget Pages Page Lock Control

Title V, Part A Overview and General Information

Program: Title V, Part A - Innovative Programs

Purpose: To support local education reform efforts that are consistent with and sustain statewide reform efforts; implement promising educational reform programs; provide for innovation and educational improvement; and assist in meeting the special needs of at-risk and high-cost students.

Legislation: Public Law 107-110: Title V, Part A

Guidance: Guidance for Title V, Part A

General Information: Title V, Part A General Information

user ID:

Notice that the **legislation** and **guidance** links will take you to the US Department of Education Web site.

Click on and read the **Title V, Part A General Information**

BUDGET PAGES

- Click on the **Budget Pages Tab**.
- This displays the **Private/Nonpublic Equitable Share Tab**.
- Note the **Instructions** file available for this page.
 - You do not need to complete this page if there are no funds available for a Title VA program.
 - If funds have been transferred into Title VA, you must complete this page.
 - **Enter the enrollment of participating private/nonpublic schools** on line 4.
 - Then click the **Save Page** button.

★ Whenever you make a change on the Budget Detail page, you must come back to the **Private/Nonpublic Equitable Share** page and click the **Save Page** button again to make sure the calculations are correct.

Overview/ General Information	Program Detail	Budget Pages	Page Lock Control
Private/Nonpublic Equitable Share	Budget Detail	Property and Equipment	Budget Summary

Private/Nonpublic Schools Share [Instructions](#)

The amounts at the beginning of each line are the values used in, and the results of, the calculations the last time this page was saved. The amounts displayed in the second boxes on lines 1 through 3 are the current values for each of these variables and are the values that will be used in the calculations the next time the page is saved. The two amounts on each of these three lines must be equal in order to pass the consistency check. This will ensure that the page truly reflects the effects of any changes made in program or budget.

1. Amount available for public and private/nonpublic schools used in last save of this page. Current Amount available:
2. Budgeted Indirect Cost amount (from the Budget Detail page). Current Indirect Cost on the Budget Detail page:
3. Remaining funds (Line 1 - Line 2 calculated only on Save). Amount calculated with lines 1 and 2 current amounts:
4. Enter Enrollment for Participating Private/Nonpublic Schools (include all member LE counts if System or Consortium) (Click to see [Private/Nonpublic Participation List - no enrollment data](#))
5. Public District Enrollment (Sum of Fiscal Agent and all member LE counts if System or Consortium)
6. Sum of Public District and Private/Nonpublic Enrollments (Line 4 + Line 5 calculated only on Save)
7. Proportion of Participating Private/Nonpublic School Enrollment Compared to Total Enrollment (Line 4 / Line 6 calculated only on Save)
8. Equitable Share (Line 7 X Line 3 rounded to a whole dollar, calculated only on Save)

BUDGET DETAIL PAGE

- See the [Instructions](#) for descriptions of Purpose Categories and Object Codes
- For Topic 1, budget funds between three possible Purpose Categories: Instruction, Professional Development and School and Community Support.
- Within each Purpose Category, budget the funds in proper Object Codes.
 - Note: Object code 300 is where you put your curriculum cooperative costs.

OPI E-Grants System OPI Home

Applicant Name: _____ Legal Entity: _____ Application Sections: Title V A - Innovative Programs

Application: _____ Printer-Friendly
Click to Return to Application Select
Click to Return to Menu List / Sign Out

Overview/ General Information	Program Detail	Budget Pages	Page Lock Control
Budget Detail	Budget Summary		

Budget Detail BUDGET BREAKDOWN (Use whole dollars only. Omit Decimal Places, e.g., 2536) [Instructions](#)

Total Allocation Available for Budgeting: \$10,484

Topic 1: Improving Academic Achievement

Purpose Category	100 Personal Service- Salaries	200 Employee Benefits	300 Purchased Professional and Technical	400 Purchased Property Services	500 Other Purchased Services	600 Supplies	700 Property & Equipment	800 Other Objects	Total TitleVA Funds	Delete Row
10-Instruction	2000	0	0	0	0	2000	0	0	\$4,000	<input type="checkbox"/>
22-Professional Development	6484	0	0	0	0	0	0	0	\$6,484	<input type="checkbox"/>
	0	0	0	0	0	0	0	0	\$0	<input type="checkbox"/>
Sub Total	\$8,484	\$0	\$0	\$0	\$0	\$2,000	\$0	\$0	\$10,484	

[Create Additional Entries](#) [Save Page](#)

TOTALS	\$8,484	\$0	\$0	\$0	\$0	\$2,000	\$0	\$0	\$10,484
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Determining Maximum Indirect Cost allowed

(A) Total Allocation Available for Budgeting	\$10,484	(F) Total budgeted above	\$10,484
(B) Budgeted Property and Equipment Cost (Object 700)	\$0	(G) Budgeted Indirect Cost	0
(C) Allowable Direct Costs (A-B)	\$10,484	(H) Total Budget (F+G)	\$10,484
(D) Indirect Cost Rate %	0.0000	Allocation Remaining (A-H)	\$0
(E) Maximum Indirect Cost (C*(D/1+D))	\$0		

[Calculate Totals](#) [Save Page](#)



- The **Calculate Totals** button does not save the data; it gives you running totals as you work.
- Click the **Save Page** button to both calculate and save the page. The page will not save until the budget is balanced.
- Be sure you do not leave the page before the **Save** is complete.

PROGRAM DETAIL TAB

The **Activities** implemented (pages 16-19 of this manual) and the **Budget Detail** must align with the **Topic**, **Goal(s)**, **Objective(s)**, and **Performance Indicator** listed on this page.

Applicant Name: Legal Entity: Application Sections: Title V A - Innovative Programs

Application: Printer-Friendly Click to Return to Application Selection Click to Return to Menu List / Sign Out

Overview/General Information Activities Summary Activity 1 e_Lock Control Activities 19-27 Instructions

Activities Summary

Topic 1: Improving Academic Achievement

Goal 1.0 (NCLB Model): All students will reach high standards, at a minimum attaining proficiency or better in reading/language arts and mathematics.
Goal 1.1: Reading: improve reading comprehension by all students and by 5% on the CRT, NRT
Goal 1.2: Math: Improve geometric concepts scores by 5% on NRT, CRT

Objective 1: 83% or more of students (including those in each disaggregated student group) will achieve proficiency in reading.
Performance Measure: Adequate Yearly Progress (AYP)
Objective 2: 68% or more of students (including those in each disaggregated student group) will achieve proficiency in math.
Performance Measure: Adequate Yearly Progress (AYP)

Activities: Choose one or more of the 27 activities from the following Activities pages.

Summary of Uses

The table below provides a summary of the expenditures entered on the Local Uses of Funds Choice pages. The Private / Nonpublic School Total must equal the Equitable Share that is calculated on the Equitable Share page (fields marked #). The Overall Total (Page Totals-Total) must equal the Amount Available for Public and Nonpublic schools (net of indirect costs) when complete (fields marked #).

Total Available Allocation: 2,101 **Private/Nonpublic Equitable Share:** 0 (#)

Indirect Costs from Budget Detail page: 0

Amount Available for Public and Private/Nonpublic Schools (net of indirect costs): 2,101 (#)

	Choice 1	Choices 2-9	Choices 10-18	Choices 19-27	Totals
Public School Total	1,000	1,101			2,101
Private/Nonpublic School Total	0	0			0 (#)
Page Totals	1,000	1,101			2,101 (#)

Choosing Activities:

- Consult the [Instructions](#) on the page for a printable list of the 27 choices and for directions for filling out the pages.
- Choose any of the 27 activities that your needs assessment shows would improve student achievement.
- If this title program has funds available, at least one of the 27 Activities from the law must be chosen.



Note: Only enter information on the tab or tabs that contain your desired choice(s). The most commonly chosen activities are found on the first two Activities tabs.

- Activity 1
 - Activity 1a --- reduction of class size
 - Activity 1b --- professional development for core content teachers
- Activity 2 --- technology activities
- Activity 3 --- library materials, computer hardware and software, and other educational materials

Activity 1a: Hiring highly qualified teachers to reduce class size

Local Uses of Funds - Activity 1		Instructions	
Planned uses			
	Public Schools	Private/Nonpublic Schools	
	Amount (\$)	Students Served	Amount (\$)
1a. Programs to hire highly qualified teachers to reduce class size, especially in the early grades.	10000	100	
<i>The entry of an amount in 1a requires the completion of class size reduction details that have appeared below. Please scroll down to complete these details.</i>			
Class size reduction details			
Provide details for grade levels that will have class sizes reduced.			
Number of teachers hired to reduce class size:		4.50	
Amount budgeted for hiring highly qualified teachers to reduce class size (populated from 1a above when saved):		2,000	
Grade to be reduced	Subject to be reduced (9-12 and Other required if student count entered)	Students / Teacher before reduction	Students / Teacher after reduction
K		28	15
1		25	13
2			
3			
4			
5			
6			
7			
8			
9	mathematics	39	20
10			
11			
12			
Other (Identify in subject)			

- Fill in the number of highly qualified core content teachers to be hired to reduce class size.
- Fill in the number of students per teacher before and after reduction.
- If grades 9-12 or *Other* are selected, a subject or description is required. (For grades K-8 a subject *may* be entered.)
- Give a short description of *Other*, such as “grade 3-4 combo” if you are breaking a grade combination into two separate grades.

Required fields: The application cannot be saved or submitted if any of these are left blank:

1. Number of highly qualified teachers to be hired
2. Number of students before and after reduction
3. Subject for grades 9-12 and *Other*

CLICK THE BUTTON WHEN DONE!

Activity 1b: Professional Development in the core areas for teachers, principals, and paraprofessionals

- Please click on the [Criteria for High Quality Professional Development](#) and study the criteria.

Local Uses of Funds - Activity 1 Instructions

Planned uses	Public Schools		Private/Nonpublic Schools	
	Amount (\$)	Students Served	Amount (\$)	Students Served
1a. Programs to hire highly qualified teachers to reduce class size, especially in the early grades.				
1b. Professional development activities carried out in accordance with Title II, Part A, that give teachers, principals, and administrators the knowledge and skills to provide students with the opportunity to meet challenging State or local academic content standards and student academic achievement standards. (Please review: Criteria for High Quality Professional Development activity using Title V, Part A funds)	6,484	100		

The entry of an amount in 1b requires the completion of professional development details that have appeared below. Please scroll down to complete these details.

Private / Nonpublic equitable share: 0 Total Public Amount: 6,484 Total Private / Nonpublic Amount: 0

Total Public + Private/Nonpublic: 6,484

Calculate Totals **Save Page**

Professional Development Details

Professional development in the core areas for teachers and paraprofessionals

<input checked="" type="checkbox"/> English, Reading, Literary Arts	<input type="checkbox"/> Mathematics	<input type="checkbox"/> Science
<input type="checkbox"/> Civics and Government	<input type="checkbox"/> History	<input type="checkbox"/> Geography
<input type="checkbox"/> Foreign Languages	<input type="checkbox"/> Arts	<input type="checkbox"/> Economics

Types of professional development topics funded with Title V, A

<input checked="" type="checkbox"/> Improve Teaching Practices	<input type="checkbox"/> Alternative learning styles	<input checked="" type="checkbox"/> Improving student behavior
<input type="checkbox"/> Early intervention strategies	<input type="checkbox"/> Parent Involvement strategies	<input type="checkbox"/> Use of data to drive instruction
<input type="checkbox"/> Technology integration	<input type="checkbox"/> Team-teaching strategies	<input type="checkbox"/> Strategies to increase student achievement

Please briefly describe professional development activities. (900 Character Maximum)

1. Send all K-4 teachers to Teton Institute and to the Bozeman Reading Institute. When they return, they will work in grade-level groups to collaborate to raise reading scores.

2. Send 20 teachers to MBI. These teachers will work in cross-grade and cross-disciplinary groups to reduce bullying incidents and to teach other staff MBI techniques.

Save Page

- Check at least one core area in (a).
- Check at least one type of professional development to be offered in (b).
- Specifically describe your planned activities in the text box and include how the activities will meet the criteria for high quality professional development **as shown in the screen shot above.**

CLICK THE **Save Page** BUTTON WHEN DONE!

Activities 2-27:

Required fields: The application cannot be saved or submitted if any of these required fields are left blank.

1. **Amount**
2. **Number of Students Served**
3. **Description of Activities** for each activity chosen

The description information must not exceed the maximum number of characters listed.

NOTE: The text boxes will accept a large amount of information, but will not save it. To be sure you do not exceed the limit, you may write your response to the text box in Word then use Word Count on the Tools menu to count the characters (including spaces).

Public Schools		Private/Nonpublic Schools	
Amount (\$)	Students Served	Amount (\$)	Students Served
2,000	100		

Planned Activities. Please explain how your Title V, Part A funds will be spent for this activity.(500 Character Maximum)

Teachers will participate in the MSSA professional development workshops, throughout the school year, collaborating and

CLICK THE  BUTTON WHEN DONE!

SUMMARY OF TIPS FOR COMPLETING E-GRANTS APPLICATIONS

Before starting an application :

- Go to the E-Grants web page at: <http://opi.mt.gov/EGrants/Index.html>
- Select
 - Training and Instructions/Training/Training
 - E-GrantsQuickTips.pdf – these instructions were written for last year's application, and are no longer accurate for features that have been updated this year (for example, Private/Nonpublic pages, Assurances).
- **Or** select Training & Instructions/E-Grants Overview Training Guide.pdf – Note that some program changes have been made since this file was written, in particular the Private/Nonpublic pages and the Assurances pages.

Complete these pages before completing program pages:

- Planning Tool – This is a separate menu choice on the **Menu List** screen
- ESEA/NCLB Consolidated
 - **Contacts** tab – enter district contacts for each title program and add the e-mail addresses at the bottom of the page
 - Funding Tab - **Allocations** Page and **Topic Funding** Page

The **Topic Funding** page displays topics only for titles which have funds available for budgeting. The "current-status" Topic Funding page must be viewed before you can access the **Budget Detail** pages for the individual title programs.

Example: You initially decide to run a program in Title IIA, but not in VA. You must initially access the **Topic Funding** page before you can get to any of the Budget Detail pages. Now, part way through your process, you decide to put some of the IIA money into VA in order to get library materials. You must:

- Make the necessary changes to the Allocations page
- Make the necessary changes on the Title IIA Budget Detail page
- View the Topic Funding page to verify that a topic is now checked for Title VA.
- Make the necessary changes to the Title VA Budget and Program pages.

Tips for Completing E-Grants:

- Read the instructions on each page
- Be sure that all required fields are entered before saving or leaving a page
- Save often
- When the Save is complete, check for any red error messages at the top of the page to make sure the data saved, and if not why not

Before Submission of Application:

- Assurances, Common and Program – Authorized Representative (AR) must agree to Common Assurances and to Assurance pages for funded programs. The AR must then complete the Assurances summary tab on the far right.
- ESEA/NCLB Consolidated **Private/Nonpublic School Participation** tab must be completed.
 - If your district has participating private/nonpublic schools, enter the required information.
 - If your district has no private/nonpublic participants, open the page, enter a zero for the number of participating private/nonpublic schools, and **SAVE THE PAGE**.

If the available allocation amount changes after you have filled out activities pages, in order to successfully redo the Title VA application pages:

- Delete the data from the Title VA Activities and Budget Detail tabs (print if needed for reference).
- On the NCLB Consolidated/Funding/Allocations tab, re-enter the Transfer of Funds amounts.
- Return to Title VA and re-enter information for the Budget Detail and Activities tabs.

CONTACT INFORMATION FOR ESEA TITLES II-A AND V-A

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Sources of additional information

OPI E-Grants Web page: <http://www.opi.mt.gov/ITProjects/E-Grants.html>

OPI Title II, Part A Web page: <http://www.opi.mt.gov/titleiiparta/>

OPI Title V, Part A Web page: <http://www.opi.mt.gov/titlevparta/>